

Information for learners on Stage 2: Appeal to WJEC

If you believe there is still an error with your centre determined grade when you receive the outcome of your centre review, you can ask your centre to send a request for an appeal to WJEC. The form is available on the [WJEC website](#).

Your grade may stay the same, be lowered, or be raised as a result of the WJEC appeal.

You need to give your consent to the WJEC appeal so you must sign the declaration in section 2 of the Centre Review and Appeals Request form. This signature can be electronic or written.

The deadlines for your centre to submit the appeal to WJEC are in the tables below.

Appeals received after the deadline will not be accepted.

AS and A Levels, Advanced Skills Challenge Certificate, Level 3 Health and Social Care: Principles and Contexts

Priority appeals where a learner has a higher education place/degree or higher modern apprenticeship place pending:	10 - 23 August
Non-priority appeals:	10 August – 17 September

WJEC GCSE, Foundation and National Skills Challenge Certificate, Level 2 Health and Social Care: Principles and Contexts, Level 2 Children's Care, Play, Learning and Development (Unit 216)

All appeals	24 August – 21 September
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The appeals process is intended to correct an error in determining the grade. You must provide clear and relevant information on the request form to explain the error and how you believe the error has affected your grade. The appeal process is not an opportunity to try to improve grades that have been determined fairly in accordance with the school or college's assessment and quality assurance processes and are supported by the evidence and the decision-making record.

The grounds upon which you can request an appeal are:

- A centre administrative error (we expect most if not all administrative errors to be corrected at the centre review stage).
- Your centre did not follow its centre policy/assessment plan in determining the grade.
- Access arrangements or special consideration were not applied or considered when determining the grade, where applicable.
- Unreasonable academic judgement – the centre determined grade is well outside the bounds of reasonable academic judgement and the evidence cannot reasonably support the grade.
- WJEC made an error in processing or communicating the grade (this only applies if the provisional centre determined grade issued by the centre is different to the grade issued by WJEC).

On the request form, you should select **one** ground for an appeal only. The table on the next page gives further advice on what is meant by each ground for an appeal.

Grounds for an appeal	What this means
The centre made an administrative error	When you select this, you are telling us that you believe the centre has made an error in entering your grade into WJEC's system. We will review the points you make and will consider the information provided by your centre.
The centre did not follow its centre policy/assessment plan in determining the grade	When you select this, you are telling us that you believe your centre made an error with the evidence used to determine your grade. This was not the evidence you were told would be used to determine your grade and the difference in approach has not been explained in your decision making record. You are appealing the procedure followed by your centre and not their academic judgement. We will review the centre's procedure in relation to the points you make.
The centre did not apply or consider access arrangements	When you are selecting this, you are telling us that you took an assessment that contributed to your provisional centre determined grade without your approved access arrangement(s) or if access arrangements were not provided that the centre did not take account of this in determining your provisional centre determined grade.
The centre did not take account of special consideration	When you are selecting this, you are telling us that your centre has not taken account of an illness or another incident beyond your control which affected your performance. As explained in the JCQ Guide to the Special Consideration process , the incident must have happened at the time, or within a short period, of the assessment.
The judgement in determining the grade was unreasonable	When you select this, you are telling us that the evidence the centre used to determine your grade is as you expected. You think the centre's judgement is unreasonable in relation to the published grade descriptors . We will review the evidence in relation to the points you make and will consider if the centre's judgement is unreasonable.
WJEC has made an error	When you select this, you are telling us that we have made an error in the grade you have been given, as it is different to the final grade the centre sent to us. This will be reviewed by an independent member of staff at WJEC and with the centre.

WJEC will inform your centre of the outcome of your appeal, as outlined in the table below.

Outcome	What this means
Appeal is not accepted	WJEC has found that you have not provided the information required on the request form and therefore your appeal cannot be considered. If your appeal is not accepted, we will inform your centre of the actions that you can take.
Appeal is not upheld	WJEC has considered the appeal and found that no error was made in the grade you were awarded. Your grade will stay the same.
Appeal is upheld in whole or in part.	WJEC has considered the appeal and found that an error was made, completely as you described, or partially as described. If the error would mean your grade is raised or lowered, WJEC will change your grade. Sometimes, even if an error was made, your grade might still stay the same.

WJEC will aim to complete Stage Two of the appeals process within 42 calendar days of receiving the appeal from your centre, with the exception of priority appeals which we will complete as swiftly as possible. If you have asked for a priority appeal you should inform your intended higher education provider that you have requested an appeal.

Qualifications Wales has published a range of [resources](#) explaining the summer 2021 arrangements, with guidance on centre reviews and appeals. Information is also available on WJEC's [Student Guide- Summer 2021](#).

If you need any support for your wellbeing during or after the appeals process please speak with your centre or other organisations that can provide you with support, advice and guidance. You can find information about available support on the [Children's Commissioner's for Wales website](#)